

Title I Carryover Guidance

A district's carryover is determined when the Final Financial Report (SFN 7822) is processed. The Office of Federal Title Programs takes the total amount of funds available for the current school year and subtracts the total expenditures (column two of the Final Financial Report). Keep in mind that if a school district had unobligated Title I funds, those funds are included in the carryover amount. The carryover amount is listed at the bottom of the Final Financial Report. A copy of the approved Final Financial Report is sent to both the district's Title I authorized representative and business manager.

Title I law states that school districts may only carry over a certain percentage of the current school year allocation based on the amount of the allocation.

If your allocation for the current school year is	Your maximum carryover percent of the current year's allocation	Example of how to figure carryover
Over \$50,000	15%	If your allocation was \$36,432 X 30% = \$10,929.60 maximum carryover. Anything over \$10,929.60 would be considered excess carryover.
Over \$45,000	20%	
Over \$40,000	25%	
Over \$35,000	30%	
Over \$30,000	35%	
Over \$25,000	40%	
Over \$20,000	45%	
\$20,000 or Less	50%	

Waiver of Excess Title I Funds

Under normal circumstances, districts are only allowed to carry over a certain percentage of their regular Title I funds to be used in the subsequent school year. In the event that the carryover funds exceed the allowed percentage, a school district has two options:

- A school district can opt to request a waiver to keep the excess carryover funds once every three years. If the school district decides to keep the funds, the excess carryover is then added to the current year's allocation for that school district and they can spend the funds during the following school year.
- If the school does not want to keep the funds or cannot keep the funds because they chose the waiver option previously in the three year cycle, those funds then move into a pot of money called "reallocated funds" and other school districts can then apply for those funds.

Process – Applying for a Waiver

If a school district has excess carryover funds, the box at the bottom of the Title I Final Financial Report will indicate "to be determined." If these words should appear on your Title I Final Financial Report, you will also receive a letter detailing your options for the excess carryover funds. Attached to the letter, there will be a waiver with two boxes. The Title I authorized representative simply checks the appropriate box to select the option of their choice, signs, dates, and returns the form to the Office of Federal Title Programs.

Questions

If you have any questions regarding Title I carryover funds, please consult with your Student Support & Innovation contact person; Shauna Greff, Title I fiscal officer at sgreff@nd.gov or (701) 328-2958; or Stefanie Two Crow, Director, Federal Title Programs at stwocrow@nd.gov or (701) 328-2287.